

Grant Writing Workshop

REGISTRATION FORM

Space is limited & registration is on a first-come-first-served basis. You can register for the grant writing workshops only by mail, phone (287-5791) or e-mail (janet.roberts@maine.gov). Be sure to include all requested information.

Registration Deadline is five days prior to each workshop.

Circle Date: June 3 July 10
 August 12 Sept. 4

Name: _____

Organization: _____

Address: _____

Daytime Phone: _____

E-Mail: _____

Mail to: Grant Workshop
Maine State Archives
84 State House Station
Augusta, ME 04333 0084

Need help in writing a historical records collections grant?

Come to our **FREE** Grant Writing Workshop!

Sponsor: Maine Historical Records Advisory Board.

June 3 (Tuesday),
July 10 (Thursday),
August 12 (Tuesday) *or*
September 4 (Thursday)

9:30 am to 12:00 pm - Basic Grant Writing
1:00 pm to 3:00 pm - Hands-on practice

Maine State Library Conference Room
Augusta

You do not need to attend both the morning
and afternoon sessions.

Cost: Free, but registration required.

Workshop will not be held if too few
people register.

Never written a grant?

It isn't as intimidating as you might think!

Join Janet Roberts (staff for the Historical Records Collections Grant Program) and learn basic grant-writing skills. The morning focuses on the proposal requirements for the Historical Collections grant program, but the skills are applicable to any proposal. The afternoon consists of hands-on practice, with time to ask questions and get feedback on draft Historical Collections Grant Program proposals.

Ms. Roberts is also available to give a grant-writing presentation to regional groups.

Maine State Archives
84 State House Station
Augusta, ME 04333-0084

RETURN SERVICE REQUESTED

Archival Workshops 2014

Three dates and
Three places to choose from . . .

Friday, June 6th
Bangor Public Library

Monday, June 9th
Dyer Library, Saco

Thursday, June 12th
Maine State Library, Augusta

Historical Records Collections Grant Program Grant Writing Workshops

June 3 (Tuesday),
July 10 (Thursday),
August 12 (Tuesday), *or*
September 4 (Thursday)

9:30 am to 3:00 pm
Maine State Library, Augusta

Historical Records Collections Grants

Grant amounts up to \$1000:
Quarterly deadlines
Amounts between \$1000 and \$2500:
October 1, 2014 deadline

For more information, go to

<http://www.maine.gov/sos/arc/mhrab/grants.html>

Grant Program

Historical Records (Archival) Collections

Archival records include unpublished materials (manuscripts, diaries, bound ledgers, photographs, blueprints, tape recordings, motion picture films and videotapes) along with published materials with limited distribution (such as postcards, pamphlets, stereo views, and maps).

The Maine Historical Records Advisory Board received a grant from the National Historical Publications and Records Commission to help repositories care for their archival collections through the Historical Records Collections Grant Program. Understanding archival principles and practices is required for these grants: the Basic Archival Workshop fills that requirement. The next deadline for Major Projects (over \$1000) is October 1, 2014. Deadlines for Basic Project applications (up to \$1000) are July 1, Oct. 1, Feb. 1, and May 1 (*tentative*).

Questions or first time with grants?

Contact

Janet Roberts (287-5791)

janet.roberts@maine.gov

To download an application, go to
<http://www.maine.gov/sos/arc/mhrab/grants.html>

*To have an application sent to you,
call 287-5791 or write to*
Historical Records Collections Grants
Maine State Archives
#84 State House Station/ Augusta, ME 04333

Archival Workshops 2014

***Need to know how to care for
your historical records?***

***Need the training required for the
Historical Records Collections
Grant Program?***

This workshop is for you!

**Three dates and
Three places to choose from . . .**

Friday, June 6th
Bangor Public Library

Monday, June 9th
Dyer Library, Saco

Thursday, June 12th
Maine State Library, Augusta

Archival Workshop Presenters

Bill Cook (Bangor workshop) is the Local History-Special Collections Librarian at Bangor Public Library. He has worked at Fogler Library, UM Special Collections, and has been consulting with Maine historical societies and museums.

Peter Parker and Cynthia Swank (Saco workshop) are partners at Inlook Group of Portsmouth, NH. Peter is former director of the Historical Society of Pennsylvania; he and Cynthia have worked with towns, museums, and historical societies throughout New England.

Albert Whitaker (Augusta workshop) is former Archivist of Massachusetts and has conducted workshops for local archivists, librarians, and town clerks. He retired to Maine, and is currently an archival consultant.

Archival Workshop Schedule

**Augusta and Saco: 9:30am to 4:00 pm;
Bangor: 10:00 to 4:30**

Introductions

Definitions

Mission Statement

Collection Policy

Break

Appraisal & Related Issues

Lunch on your own

Arrangement (*organizing collections*)

Break

Description (*and use*) of Collections

Concluding Remarks & Questions

Directions

Maine State Library: Take I-95 Exit 109 (Augusta/Winthrop) toward Augusta and proceed on Western Ave. for ½ mile. At the third set of lights, turn right onto Armory St. /Capitol St. At bottom of hill, at light, turn right on Sewall St., then left into parking lot. The Library/Museum/ Archives building is at the far corner of the lot

Dyer Library: Take Maine Turnpike (I-95) Exit 36, then bear right to US 1 south. Go through 4 lights. After Thornton Academy on your right, Dyer Library will be immediately to your left after the 5th light. If you get to the Civil War Monument, you've gone too far.

Bangor Public Library: 145 Harlow Street. For directions, call the Library at 947-8336 or check the Web site.

Questions?

Contact Janet Roberts, 287-5791
e-mail janet.roberts@maine.gov

Archival Workshop Registration

Complete the form below and enclose your \$30 registration fee for the Archival Workshop. If the workshop is full before we receive your form, or if not enough people register, we will notify you and return your check. Normally, there will be no refunds if you cancel, since the presenters have been guaranteed a minimum number of participants. If it is difficult for you to send a check immediately, mail the registration form with a note stating the check will follow. We cannot take registrations by phone or e-mail, although we will be happy to answer questions by those methods. You will *not* receive confirmation.

**Space is limited & registration is on a
first-come-first-served basis.**

**Registration deadlines: May 29 for Bangor;
June 3 for Saco or Augusta.**

Name:

Organization:

Address:

Daytime Phone:

E-Mail:

**Please check off your Workshop choice below,
making out check as indicated. Number
preferences if you have a 2nd or 3rd choice.**

☐ **June 6, Bangor**
(\$30 check to Bangor Public Library)

☐ **June 9, Saco**
(\$30 check to Peter Parker)

☐ **June 12, Augusta**
(\$30 check to Albert Whitaker)

Mail to

Archival Workshop/Maine State Archives
84 State House Station/ Augusta, ME 04333 0084